Applications close when programme is full or four weeks prior to your programme start date
Refer to www.education.canterbury.ac.nz for start dates
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<td>Return completed and signed forms to Enrolments, Student Services, Private Bag 4800, Christchurch 8140. Applicants must include personal statement and certified hardcopies of tertiary study transcripts if applicable. or In person to Enrolments, Student Services, Level one, Matariki Building, Ilam Campus</td>
</tr>
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Useful contacts

Contact Centre
Phone toll free: 0800 VARSITY (827 748)
Fax: +64 3 364 2999
email: enrol@canterbury.ac.nz

Liaison Office
Phone toll free: 0800 VARSITY (827 748)
Email: liaison@canterbury.ac.nz

Scholarship information
Please visit www.education.canterbury.ac.nz/scholarships/ for a full list of scholarships.

Enrolments, Student Services
Application for Programme Entry
Private Bag 4800, Christchurch 8140
Email: applytoteach@canterbury.ac.nz
Saral Roper: +64 3 369 3595
Margaret Ingram: +64 3 369 3588
Fax: +64 3 364 2174

Admissions
(International student or Domestic students with International Qualifications)
Phone: +64 3 369 3332
Email: admission@canterbury.ac.nz

CEHHD Office
Reception phone: +64 3 369 3333
Email: teacheredselect@canterbury.ac.nz
(application queries and referee reports)
Fax: +64 3 345 8416
www.education.canterbury.ac.nz

Student Advisors
Gemma Harte
Lynette Magson
Kirsty Fraser
Manja Pieters
Reception phone: +64 3 369 3333
Email: educationadvice@canterbury.ac.nz

International students
Phone: +64 3 364 2459
Freephone in NZ: 0800 VARSITY (827 748)
Email: international@canterbury.ac.nz

Outside contacts
Education Council of Aotearoa
New Zealand
Level 12, 80 Boulcott St,
PO Box 5326, Wellington, 6145
Phone: +64 4 471 0852, Fax: +64 4 471 0870
Email: enquiries@educationcouncil.org.nz
www.educationcouncil.org.nz

Teach NZ National Office
Phone: 0800 165 225 for an information pack
Email: teachnz.admin@minedu.govt.nz
www.teachnz.govt.nz

StudyLink
StudyLink handles all Student Loan, Allowance and Bursary applications.
www.studylink.govt.nz
Freephone in NZ: 0800 88 99 00
Overseas: +64 4 917 3107
# Application process

Applications close four weeks before the programme starts or when programme is full.

## A: Application for Programme Entry (APE)

1. **Send this completed Application Form** and certified supporting documents (see pg 4, No 7) to Enrolments, Student Services. (Do not forget to tick and sign the declaration and complete the checklist).
   
   Note: You must be **eligible for admission to UC in order to apply** (refer to pg 4, No 11 of the Application guidelines for details). Admission processes run in parallel with programme entry processes – this includes NCEA/UE, Ad Eundem Statum and 20+ admission.

2. **If you are applying for more than one qualification you only need to send one application form. Your application will be matched up with your Confidential Referee Reports.**

3. **Your application will be acknowledged by email to the email address supplied by you on pg 7. If we have not contacted you within five working days please email applytoteach@canterbury.ac.nz or contact Enrolments, Student Services.**

4. **Once your application is complete it will be forwarded to the College of Education, Health and Human Development Programme Entry Team for consideration. This part of the process can take some time. Please be prepared to travel to attend an interview if required. Interviews via Skype may be possible.**

5. **You will be advised of the outcome of your Application for Programme Entry by the College of Education, Health and Human Development Programme Entry Team.**

## B: Application to Enrol (from 4 October 2016)

6. **If you are offered a place in your chosen programme, your courses will be entered automatically.**

7. **You will be emailed a letter confirming your Application to Enrol. Please check your courses and site codes. Note this is not your Enrolment Offer.**

## C: Enrolment Offer (will be emailed to you)

8. **If you are accepted into your chosen programme and meet all other requirements, an Enrolment Offer will be sent to you. Ensure you check your courses, semester indicators and site codes before accepting the offer.**

   **Domestic Students:** you must accept your offer as soon as possible to confirm your place.

   **International Students:** you must accept your offer and complete your enrolment in person during international enrolment days.

   **Please note:** A Student Services Levy is automatically added to your tuition invoice at the time of enrolment. This levy is compulsory, however you may be eligible for a rebate in certain circumstances – please refer to the following link for more details: [www.canterbury.ac.nz/future-students/fees-and-funding/student-services-levy](http://www.canterbury.ac.nz/future-students/fees-and-funding/student-services-levy).

9. **Once you have accepted the Enrolment Offer and paid your fees, an email will confirm that you are fully enrolled. The email will advise you how to obtain your Canterbury Card and timetable.**

### Note:

- **Recreation Centre** – Enjoy free membership while you are a student. For more information go to [www.reccentre.canterbury.ac.nz](http://www.reccentre.canterbury.ac.nz) or phone +64 3 364 2433.

- **Health Centre** – You are encouraged to enrol with the Health Centre while you are a student to access care as cheaply as possible. For more information and to obtain enrolment forms go to [www.canterbury.ac.nz/healthcentre](http://www.canterbury.ac.nz/healthcentre) or phone +64 3 364 2402.

- **Studylink** – Online applications can be made now, see [www.studylink.govt.nz](http://www.studylink.govt.nz)
Application guidelines

Please refer to these guidelines as you complete your application

1. Fill in all relevant sections.

2. Where numbers are limited, preference is given to those who apply early. Availability of all courses offered in 2017 is subject to enrolment numbers. Late applications may be declined.

3. If your details change during the application and selection process, you need to contact Enrolments, Student Services. See pg 2.

4. Applications cannot be assessed until all requested documents have been received. See checklist on pg 15.

5. If you are currently enrolled at UC (in 2016) you do not need to complete questions 13, 14 or 15 on page 8.

6. When official documents are required only original or certified hard-copies can be accepted. Please do not post original documents as they will not be returned. Uncertified photocopies, student web printouts, emailed or faxed copies will not be accepted. Certified copies should be on A4 paper and not trimmed to the size of the copied document. Each copy must be certified as a true copy of the original document by a Justice of the Peace, Solicitor, Notary Public, an official of the institution that issued the original document or your New Zealand secondary school principal (2016 secondary school students only). Alternatively, you may bring an original for copying and certification to the Enrolment counter or the College of Education, Health and Human Development Reception.

7. If applicable, and you have not studied at UC, you must provide a certified copy of your University transcript with your application. A transcript lists all the courses in which you are/were enrolled, and your grades (it is not a certificate or results page). Contact the institution that awarded your qualification to request an official transcript. If you have completed your qualification, the transcript must state that your degree has been conferred, or that you are eligible to graduate.

8. Students with a degree from outside New Zealand who wish to register to teach in New Zealand on completion of their qualification, will need to provide an NZQA (New Zealand Qualifications Authority) assessment of their overseas degree with their application for registration. Please see www.nzqa.govt.nz for information on how to obtain an NZQA evaluation. Teacher Registration in New Zealand is overseen by the Education Council of Aotearoa New Zealand (EDUCANZ) and relies on NZQA evaluations of international qualifications in assessing applications for teacher registration.

9. If you have completed courses that may be relevant to your course of study you may apply for Transfer of Credit. Details are online at: www.canterbury.ac.nz/enrol/credit/

10. If you are a mature student (applying under 20+ entry) you must supply copies of school results and/or transcripts of other relevant study. These are important factors in considering your application, if you have not studied at tertiary level before (not relevant for Graduate Diploma and Masters Programmes).

11. To be eligible for admission to UC you must have one of the following:
   1. Waiting for NCEA/UE results
   2. NZ UE through NCEA
   3. Bursary from 1993
   4. Bursary from 1986 to 1992
   5. NZ UE (prior to 1986)
   6. Discretionary Entrance* Not available for international students
   7. Provisional Entrance Not available for international students
   8. Special Admission
   9. Admission Ad Eundem Statum at Entrance Level (including IB, CIE)
   10. Admission Ad Eundem Statum e.g. with Graduate Status
   11. 20+ Adult Admission† Not available for international students.
   *Do not use ‘20+ Adult Admission’ if any of the above apply. Separate application must be made.
   †Separate application must be made. For more information please check pg 10, No 9 & 10.

12. If English is not your first language or the language spoken by your family, you must provide evidence of having achieved IELTS Academic with a minimum score of 7.0 in each of the bands (Bachelor of Teaching and Learning and Graduate Diploma applicants). Master of Teaching and Learning applicants must have IELTS Academic with a minimum of 7.5 in all bands. Applicants who have completed at least two years of successful study in a New Zealand secondary school and achieved a minimum number of NCEA level 2 credits in Literacy, or have completed a tertiary qualification in New Zealand or Australia at NZQA level 7 or higher, may be eligible for an exemption from the requirement to sit IELTS. (See pg 8 No 12).

13. Two passport sized photographs are required with your application (one for your application and one for the NZ Police Vetting Form) – we use these for identification purposes.

14. A New Zealand Police Check is required for all applicants to our Teacher Education Programmes regardless of whether they have resided in New Zealand or not. The New Zealand Police Vetting Service Request and Consent Form is included with the application. This form must be completed, signed and returned with your application, along with your photo and ID referee details, and their signature.

15. If you have lived in another country for 12 months continuously in the past 10 years and were over 16 years of age, you need to provide an original or certified hardcopy of a police report from that country. These must be no more than six (6) months old at the start date of your programme.

16. You are required to obtain two Confidential Referee Reports to complete your application. Information on how to complete these reports is provided within this application form.

17. If you are a school leaver in 2016 you also need to have the Confidential School Report form completed by your Principal, Careers Adviser or Dean. These people cannot complete a Reference Report as well.

18. Applicants are responsible for all expenses incurred as a result of their application.

19. Enrolment is complete only after full payment of all fees which are due in full before the commencement of your course. Payment of fees gives access to the library, computers, UClearn and after hour’s computer labs. Payment details are listed on the Enrolment Offer. Distance (Flexible Learning) students must have paid fees or made arrangements with StudyLink or they will not be able to access material.

20. To pay by Student Loan you must first apply to StudyLink. See Useful Contacts on pg 2. Apply now and if using this facility to pay fees you must authorise fees to UC on the Loan Application.
First name ___________________________ Family name ___________________________

Have you ever been enrolled at the University of Canterbury?
☐ No – a Student Number will be generated for you.  ☒ Yes – please enter your Student ID Number (if known) [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Section A1: Programme details

Current Study
You must provide a certified hard copy or original transcript of your study to date from your current provider.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Programme/qualification</th>
<th>NZQA Level</th>
<th>Year Commenced</th>
<th>Year Completed</th>
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☐ Domestic Student  ☐ International Student  PLEASE NOTE: International Students must select full time, Christchurch based courses (excluding GradDipECE).

If overseas at time of application, indicate when you expect to return to NZ? ________________

Indicate choices in order of preference, if you wish to apply for more than one qualification

Early Childhood Teacher Education

Award: ☐ BACHELOR OF TEACHING AND LEARNING (Undergraduate)
Study:  ☐ Full time  ☐ Part time  ☐ Interested in Honours (4th year)
Site:  ☐ Christchurch  ☐ New Plymouth  ☐ Flexible Learning*

Award: ☐ GRADUATE DIPLOMA OF TEACHING AND LEARNING
Study:  ☐ Full time  ☐ Part time
Site:  ☐ Flexible Learning only*

*You will be enrolled in distance courses; however you are required to attend on-site intensives in Christchurch. Full time BTchLn students attend two on-site intensives during each year of study, while GradDipECE students attend three.

Primary Teacher Education

Award: ☐ BACHELOR OF TEACHING AND LEARNING (Undergraduate)
Study:  ☐ Full time  ☐ Part time  ☐ Interested in Honours (4th year)
Site:  ☐ Christchurch  ☐ Nelson  ☐ Rotorua  ☐ Flexible Learning**

Award: ☐ GRADUATE DIPLOMA OF TEACHING AND LEARNING
Study:  ☐ Full time  ☐ Part time
Site:  ☐ Christchurch  ☐ Flexible Learning**

**You will be enrolled in distance courses; however you are required to attend on-site intensives in Christchurch. Full time students attend two on-site intensives during each year of study.

Secondary Teacher Education

Award: ☐ GRADUATE DIPLOMA OF TEACHING AND LEARNING
Study:  ☐ Full time  ☐ Part time
Site:  ☐ Christchurch only

Teaching Subject 1 ___________________________ Teaching Subject 2 ___________________________
Section A2: Personal details

1. Name
Legal Family Name __________________________
First Name _________________________________
Middle Name/s ______________________________
Preferred Name ______________________________

If you had any other names (i.e. maiden name) please provide details below:
Full Name _________________________________
Full Name _________________________________

2. If you have previously applied for a qualification at the Christchurch College of Education or University of Canterbury College of Education
Please state full name at time of application ____________________________________________
Qualification ______________________________ Year __________________________

3. Gender
☐ Male ☐ Female ☐ Other

4. Date of Birth
Day _____ Month _____ Year _____

5. NSN/NZQA Number
If you have a New Zealand NSN (National Student Number) or NZQA number please state: ________

6. Citizenship
Tick the box that best describes your citizenship or residency status. I am:
☐ A New Zealand Citizen (including citizens born in the Cook Islands, Tokelau and Niue)
☐ A Permanent Resident of New Zealand
☐ A Permanent Resident of the Cook Islands, Tokelau and Niue
☐ An Australian Citizen or Permanent Resident of Australia
☐ A Citizen of another country (Please state)

If you have not previously enrolled at UC, or were last enrolled before 1990, you may need to supply evidence of citizenship or residency. Please refer to www.canterbury.ac.nz/future-students/apply-and-enrol/citizenship-and-residency/ for details.

7. Study Location
Will you be residing in New Zealand for the period of your study? ☐ Yes ☐ No

MOE Rule ENR011: NZ PR and AUS citizens or AUS PR who are not currently residing in NZ are not classified as domestic students. Therefore if you come under these citizenship/residency categories and not residing in NZ, you will be classified as an international student and incur international fees.

8. Ethnic identification
Which ethnic groups do you identify with (you may pick up to three groups)
☐ NZ European/ Pākehā ☐ Other Pacific Peoples ☐ Australian
☐ NZ Māori ☐ British/ Irish ☐ Other European ☐ Sri Lankan
☐ Samoan ☐ Dutch ☐ Filipino ☐ Japanese
☐ Cook Island Māori ☐ Greek ☐ Cambodian ☐ Korean
☐ Tongan ☐ Polish ☐ Vietnamese ☐ Other Asian
☐ Niuean ☐ South Slav ☐ Other South East Asian ☐ Malaysian
☐ Tongan ☐ Italian ☐ Chinese ☐ African
☐ Fijian ☐ German ☐ Indian ☐ Other

Iwi (NZ Māori please complete)
If you identify as a New Zealand Māori, please state your iwi (you may list up to three iwi). If you do not know your iwi enter ‘unknown’.
Iwi __________________________
Iwi __________________________
Iwi __________________________
9. Address

**Current address (where you are living now)**

Any time you change your address during the year you must update your details. Your primary contact method will be via email.

Please read Address, Email and Student Web Information at [www.canterbury.ac.nz/enrol/forms](http://www.canterbury.ac.nz/enrol/forms)

**Number and street/PO Box number**

Suburb ___________________________ City/Province ___________________________

Country ___________________________ Postcode ___________________________

**Telephone** ___________________________ **Extension** ___________________________

**Personal mobile phone** ___________________________ **Text messaging** may be used to advise you of any enrolment issues.

**Personal email** (compulsory) ___________________________ do not use your UC or school email address

**Emergency Contact Details** (at least one phone number must be different from that stated above)

**Name** ___________________________ **Relationship** ___________________________

**Suburb** ___________________________ **City/Province** ___________________________

**Country** ___________________________ **Postcode** ___________________________

**Telephone** ___________________________ **Cellphone** ___________________________

**Email** ___________________________

Can they speak English?  ○ Yes  ○ No

11. Disabilities

Do you live with the effects of significant injury, long-term illness or disability? **The information you provide is confidential**.

○ Yes  ○ No

If you tick YES, you will be sent information on the services available to students with a disability. **It is important to complete this section if you will require special exam arrangements**. Please indicate your disability:

1. [ ] Deaf
2. [ ] Hearing Impairment
3. [ ] Blind
4. [ ] Vision Impairment
5. [ ] Temporary Impairment (less than 6 month’s duration)
6. [ ] Specific Learning Disability (specify) ___________________________
7. [ ] Medical Condition
8. [ ] Psychological/Psychiatric Disability
9. [ ] Mobility Impairment
10. [ ] Speech Impairment
11. [ ] Other ___________________________

12. English Language Proficiency

Is English your first language?  ○ Yes  ○ No

If NO, what is your first language?  ○ Te Reo Māori  ○ Mandarin  ○ Other Chinese Dialect  ○ Other ___________________________

What is the language you and your family speak at home?

Applicants who have English as an additional language

If English is not your first language, you must have IELTS Academic 7.0 minimum in each band (7.5 for Master of Teaching and Learning applicants). You must provide a certified copy of your IELTS results with your application. If you have not achieved IELTS at the time of application, any eventual offer will be subject to achieving the required level.

**Date of Examination** ___________________________

**Listening Band** ___________ **Reading Band** ___________ **Writing Band** ___________ **Speaking Band** ___________

**POSSIBLE EXEMPTION FROM IELTS**: Applicants who have completed at least two years of successful study in a New Zealand Secondary School and achieved a minimum number of NCEA Level 2 credits in Literacy, or have completed a tertiary qualification in New Zealand or Australia at NZQA level 7 or higher, may be eligible for an exemption for the requirement to sit IELTS. If you intend to apply for an exemption, please confirm the following:

[ ] I wish to apply for an exemption from IELTS testing, and I am applying on the following grounds ___________________________

You will be required to provide evidence of the grounds on which you seek this exemption, such as a transcript of your secondary and/or tertiary studies.
13. Prior Activity or Occupation
Indicate your main activity on 01 October 2016. Tick one only.

1. University Student
2. Secondary School Student
3. Non-employed or beneficiary
4. Houseperson or retired
5. Wage or salary earner
6. Overseas
7. Self-employed
8. Wānanga student
9. Private training establishment (PTE) student
10. Polytechnic student

14. UC Staff Number (UC staff only)
If you are a UC staff member please write your staff number.

15. IRD Number (all students except international students)
Please complete this section if you have a student loan, or anticipate applying for a student loan this year so that Inland Revenue can determine your eligibility for a full student loan interest write-off, and can give you that write-off. You do not need to complete this section if you do not have a NZ student loan, and do not intend applying for one this year.

IRD Number:

Interest-free student loans and other interest write-offs
If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study. On 1 April 2006, legislation was introduced to make student loans interest-free for borrowers living in New Zealand. For more information on how to become eligible for interest-free student loans, go to www.ird.govt.nz/studentloans.

If you choose to provide your IRD number with your Application to Enrol, this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically. Providing your IRD number is voluntary. If you choose not to provide your IRD number, you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

Please note: providing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and cannot be matched, no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

16. Student Loan Payment Method (domestic students only)
Do you intend to use a student loan to pay your 2017 tuition fees?

Yes
No

Student Loan is a payment method. If you accept your enrolment offer and do not complete your loan application, or withdraw your loan application, or you are declined a student loan, you will remain liable for your tuition fees.

If you ticked YES above but have not yet applied for a 2017 student loan:

1. Contact StudyLink NOW on free-phone in NZ 0800 88 99 00 or go to www.studylink.govt.nz and apply for a student loan to cover your 2017 tuition fees.
2. Make sure you provide full and correct study details including Education Provider (“University of Canterbury”), Study Programme (e.g., “Bachelor of Teaching and Learning (Primary), Student ID number and Start Date (please refer to the 2017 Guide to Enrolment for key course dates).
3. Make sure you answer “Yes” to the question asking “Do you want a loan to pay for your course fees?”
4. Make sure you provide the correct postal address for your student loan contract to be sent to you and make sure that you complete and return the contract.
Section A3: Academic history and admission

1. Last Secondary School attended
Enter the name of the last secondary school you attended
(If this was outside NZ, write “overseas”)

What was your last year at secondary school? [ ]

2. Highest Secondary School Qualification
What is the highest level of achievement you hold?
Tick only one:
1. NCEA Level 3 or 1A. Bursary or 1B. Scholarship
2. University Entrance
3. NCEA Level 2 or 3A. Sixth Form Certificate
4. NCEA Level 1 or 4A. School Certificate
5. 14 or more credits at any level
6. Overseas qualifications
7. International Baccalaureate (please ask the IBO to release your results to the University of Canterbury)
8. Cambridge International Examination Centre No. [ ] Candidate No. [ ]

Are you expecting more results in January? [ ] Yes [ ] No

9. No formal secondary qualifications
10. Other
11. Not known

In which year did you or do you expect to obtain the above secondary school qualification? [ ]

3. First year in Tertiary Study
What year did you first enrol in a university, polytechnic, college of education, private training establishment or wānanga, either in New Zealand or overseas, since leaving school? (Do not include enrolments in STAR, community or hobby classes.) [ ]

4. First year of an Undergraduate Degree
When was or will be your first year in an undergraduate degree/programme at any New Zealand university? [ ]

5. First year at the University of Canterbury
Enter what was or will be your first year at the University of Canterbury [ ]

6. First in Family
Are you the first person in your immediate family to attend university and enrol in a university degree programme?
[ ] Yes, I am. [ ] No, I am not the first person.

If you ticked NO above, did your other family member graduate? [ ] Yes [ ] No

7. Exclusion
Have you ever been excluded from UC or any other university? [ ] Yes [ ] No

8. UCSA Membership (all students)
Membership of the University of Canterbury Students’ Association (UCSA) is automatically granted on enrolment. Membership is free and allows you to participate in the UCSA’s student representation role. All students (regardless of UCSA membership) have equal access to student services administered by UCSA.

If you want to be a member of UCSA, go to Question 9.
If you want to opt out of UCSA membership you can do so by ticking the box below. You can resign or resume membership at any time (see UCSA Membership Policy available at: www.ucsa.org.nz

[ ] I wish to opt out of UCSA membership.
9. Admission Ad Eundem Statum (with equivalent status)

Are you using qualifications from overseas to gain entry into your programme of study? ☐ Yes ☐ No

Are you using qualifications from a New Zealand polytechnic, college of education (other than Christchurch College of Education) or a private NZ provider to gain entry into your programme of study? ☐ Yes ☐ No

If you have answered YES in Question 9 please tick Admission Ad Eundem Statum at Question 10. There is a $110 fee for Ad Eundum Statum Admission for domestic students only (see payment options below).

10. Admission into a NZ University (University Entrance Qualification)

What was or will be your university entrance qualification for your first year of study at a New Zealand university?

For further information go to www.canterbury.ac.nz/admissions/

Please note: Admission to the University does not give you automatic approval into an award.

1. ☐ Waiting for NCEA/UE results
2. ☐ Waiting for CUP or Foundation course results.
3. ☐ NZ UE through NCEA
4. ☐ Bursary from 1993
5. ☐ Bursary from 1986 to 1992
6. ☐ NZ UE (prior to 1986)
7. ☐ Discretionary Entrance* Not available for international students
8. ☐ Provisional Entrance Not available for international students
9. ☐ Special Admission*
10. ☐ Admission Ad Eundem Statum at Entrance Level
11. ☐ Admission Ad Eundem Statum with Graduate Status Must have a Bachelor’s degree
12. ☐ 20+ Adult Admission† Not available for international students

*Do not tick ‘20+ Adult Admission’ if any of options 1–5 is your entrance qualification category.

Discretionary and Special Entrance – Please go to the following website: www.canterbury.ac.nz/admissions/

Payment Options

Only make payment of $110 if you marked yes in question 9 and you are a domestic student.

Internet Banking (only if you have a UC Student number)

Our bank details are:
Bank account name: University of Canterbury
Bank account number: 01 1839 0036732 00
Bank and Branch details: ANZ Bank, Auckland (Q&V) SWIFT number (international payments): ANZBNZ22
Bank address: Cnr Queen & Victoria Street, Auckland, New Zealand
Reference – your student ID

Credit Card (Visa or MasterCard only)

In person
At the Finance counter in the Student Services Centre – NO CASH PAYMENTS (EFTPOS, Credit Card or Cheque only)

EFTPOS
Payments can be made in person at the Finance counter in the Student Services Centre.

Cheque
Make cheques payable to University of Canterbury and record your Student ID number and/or full name on the back. Cheques can be presented at the Finance counter in the Student Services Centre or post to:
Cashiers, University of Canterbury, Private Bag 4800, Christchurch 8140, New Zealand
Other arrangements can be made to pay by credit card, please phone +64 3 369 3467.
Section A5: Fitness to Teach

Note: All sections require full disclosure as required by the Education Council of Aotearoa New Zealand

1. Police record/misconduct – New Zealand and Overseas (refer to details pg 4, No 14 & 15)

1a. Are you awaiting trial for any misconduct?  ○ Yes  ○ No

1b. Have you ever been convicted of any offence (excluding minor traffic offences) against the law?  ○ Yes  ○ No

If YES, please provide full description and dates of all convictions on a separate sheet.

Once accepted into a programme, you MUST declare any criminal conviction (gained from date of application through to completion of study) to CEHHD staff immediately. Your enrolment may be cancelled if it is likely this conviction would prevent you from registering as a teacher.

1c. Have you ever been found guilty of misconduct; professional or otherwise?  ○ Yes  ○ No

If YES, please provide details on a separate sheet.

ALL APPLICANTS MUST COMPLETE THE NEW ZEALAND POLICE REQUEST AND CONSENT FORM (pgs 17–19)

Periods of residence outside New Zealand

Have you lived in a country other than New Zealand continuously for 12 months or more in the last 10 years when you were over 16 years of age?  ○ Yes  ○ No

If YES, you must provide us with an original or certified hardcopy up-to-date police check from that country before you complete your enrolment. This police check must be no more than six (6) months old at the start of your programme (refer to pg 4, No 15).

Name of country __________________________________________

Name of country __________________________________________

Name of country __________________________________________

2. Health

Do you have any physical or mental health conditions?  ○ Yes  ○ No

If YES, list all physical and mental health conditions. Ensure you include:
• severity of the condition and whether it is acute (short term) or chronic (ongoing)
• frequency and duration of episodes
• progress made toward recovery (if applicable) and expected time-frame for full recovery

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please use a separate sheet, if necessary. You may be requested to supply a medical certificate.

3. Personal statement and CV required

Personal Statement

This statement gives you the opportunity to introduce and present yourself as both an applicant for this initial teacher education programme and as a potential member of the teaching profession. As it is a significant aspect of the selection process please consider it carefully.

Convey your reason for wanting to be a teacher, within your chosen context, and the relevant experiences you have gained working with children and or young adults.

Please ensure that you include all strengths, interests, skills, leadership roles and community involvement. These could include: tutoring, teaching holiday programmes, Marae / Hapu / Iwi involvement, fluency in languages, cultural experiences, travel, sport coaching, outdoor education, music, art drama, work experience and more.

Explain how your interests and experiences make you a suitable candidate for a career in teaching. Also consider what you believe makes an effective teacher and outline your future goals and aspirations.

Note this statement should be 1–2 pages.

Curriculum Vitae

Please include a brief CV (1–2 pages) with your application which outlines your recent relevant work background, including voluntary and work experience positions, over the past five years.
### Section A6: Confidential Referee Reports

All applicants must nominate two referees to complete **CONFIDENTIAL** Referee Reports. Please refer to the Application Guidelines (pg 4, No 16) for information about who would be suitable referees.

This report should be completed and submitted electronically. You will find the links to the relevant Referee Reports at: [www.education.canterbury.ac.nz/](http://www.education.canterbury.ac.nz/)

Alternatively a Confidential Referee Report PDF is available at the above website. A referee can download and complete the form, and return it directly via email at: teacheredselect@canterbury.ac.nz

Or post:
Selection Team, CEHHD
Private Bag 4800
Christchurch 8140
New Zealand

At no time should these reports be submitted by an applicant.

**Referees**

Please give the names, addresses and telephone numbers of the two people you have nominated to act as your Referees. It is preferred that one of these referee reports is completed by your current study provider.

**Referee One**

Name __________________________
Address __________________________
Telephone __________________________
Role/relationship __________________________

**Referee Two**

Name __________________________
Address __________________________
Telephone __________________________
Role/relationship __________________________

**PLEASE NOTE:** Your application cannot be fully processed until all required reports are received. The Declaration on the following pages must be read and signed.
### Declaration

All students enrolling for 2017 Teacher Education study must read the Declaration below before answering the Yes/No question and signing this declaration.

### Use of Information

**Personal Information and the Privacy Act:**

The University of Canterbury (UC) will collect, use, store, and disclose personal information relating to students in accordance with the provisions of the Privacy Act 1993. Where practicable all such personal information is obtained directly from students, or from their nominated agent(s). Additionally, information may be obtained or verified through relevant government or education agencies, including the New Zealand National Student Index.

**Security and Unique ID**

Information will be controlled by the University and all reasonable security measures will be maintained. A unique identifier will be assigned to each student, which will be used in conjunction with a secondary means of identification or password/PIN.

**Use of Information**

Staff members and other personnel within the University or within agencies under contract to the University will have access to students’ personal information for purposes relevant to normal university operations including but not limited to: admission, enrolment, study, attendance and participation in learning events and activities, academic progress, tuition fees and charges, establishing and maintaining academic and graduation records, assessment, academic agreements (exchange/ study abroad partners), scholarship providers or sponsors, programme delivery partners), academic advice and support, student services, discipline, security and safety, Library and IT services, managing students’ association(s) membership and records, managing records of graduates, and other alumni, and managing and improving the quality of services provided by the University.

In order to conduct its proper business and as required under the Education Act 1989 and other laws, regulations, and contractual agreements by which it is bound, the University may use the student information it holds and may disclose information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership, agencies for financial support and pastoral care, and university student and alumni associations.

Such agencies may include, but are not limited to:

- The Ministry of Education (information will be recorded on the National Student Index and used in an authorised information matching programme with the NZ Birth Register)
- The Ministry of Social Development (including Work and Income NZ and StudyLink)
- Inland Revenue Department
- Te Puni Kōkiri
- Immigration New Zealand (for students who are not NZ citizens)
- Relevant professional bodies
- Course moderation or accreditation bodies
- Tertiary Education Commission
- Ministry of Business, Innovation and Employment
- Education New Zealand
- UC Foundation
- UC International College (UCIC)

### Types of Information

Information provided to external agencies is either student specific (typically name, date of birth, current contact details and academic/ graduation details) or cohort specific (aggregated or statistical information that does not identify individuals).

### Use of Federation Services

The University is a member of the Tuakiri New Zealand Access Federation, which is a service that enables students and others to seamlessly access certain IT resources using a single set of user credentials. Some federated services require sharing unique identifiers or personally identifying information (which can include your preferred name, UC user code, affiliation as staff, student, or alumni, or an anonymous token to identify you to the service). Students who use services registered with the Tuakiri Federation may have their information disclosed in the form of tokens for the purposes of accessing services. No data will be released until users log in to the service for the first time.

### Consent Required

Where collection, provision or disclosure of information is voluntary or falls outside the scope of information the University is permitted to collect, store, use and disclose under the Privacy Act 1993, students will be advised and their consent will be obtained prior to the collection, provision or disclosure of information.

### Access to Information

The University will make information held about students available to them upon request and in accordance with the Privacy Act 1993, which also describes the conditions under which information may be withheld. Students have the right to request correction of personal information held in accordance with the provisions of the Privacy Act 1993, if a student withholds information or provides incomplete, false or misleading information, the University may decline or cancel the admission or enrolment and may withhold the academic record if its veracity cannot be confirmed.

This privacy statement operates in conjunction with the University of Canterbury’s Privacy Policy available on the UC webpage.

### Agreement

I understand that the University of Canterbury will collect, store, use and disclose personal information about me in the course, and for the purpose, of conducting its normal and proper business and for the purpose of marketing/public relations, fundraising and maintaining donor records, and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the University website (www.canterbury.ac.nz/privacy). This privacy statement operates in conjunction with the University of Canterbury’s Privacy Policy. Where there is any conflict with the Privacy Policy, the terms of the Privacy Policy will prevail. I acknowledge that I have the right to access and seek correction of personal information held about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

The personal information collected will be controlled by the University during the enrolment process, while you remain enrolled, and for such time thereafter as is necessary for the University to fulfil its administrative obligations, or for the purposes of providing alternative enrolment pathways. While you remain enrolled at the University
Enrolment Statements

I agree as a condition of my enrolment to read information on my UC LEARN site on a regular basis.

FEES – In agreeing to abide by this declaration I undertake to pay all fees as they become due and to meet any admission and collection charges associated with debt recovery. The University of Canterbury policy on withdrawal and refund of fees may be obtained from the 2017 Guide to Enrolment.

I ALSO DECLARE the information on this Application form to be true and correct in every particular and that no information which would have a material bearing on this application has been withheld.

I ALSO DO SOLEMNLY PROMISE that I will faithfully obey the statutes and regulations of the University of Canterbury so far as they apply to me.

I ALSO UNDERSTAND that if transferring from another university my enrolment will only be provisional until my previous university record is certified.

By agreeing YES below, I declare that all the information submitted in this application form and in the attached documents is correct and complete, and that I accept the terms of the Student Code of Conduct. I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my enrolment. I acknowledge that the submission of fraudulent, forged, or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact along with my name and date of birth and that the Police and/or Immigration may also be informed. I consent to the collection and use of my personal information as outlined above.

Yes I have read and agree to abide by the terms and conditions of the Declaration above.

No I have not read or do not agree to the Declaration (Students who answer NO to this question will not be permitted to continue with the enrolment procedure).

Applicant Signature

Date

Application checklist

☐ Declaration (see pg 14 and 15).
☐ Proof of Citizenship/Residency if applicable (see Section A2, No 6)
☐ Two passport sized identity photos one attached on pg 6, and one verified and attached to the NZ Request and Consent Form (pgs 17 to 19)
☐ Personal Statement: completed and attached (see pg 12)
☐ CV outlining paid and unpaid roles undertaken over the past five (5) years (see pg 12)
☐ School Qualifications to date, or a certified copy of your official Record of Achievement if applicable (see Section A4, No 1a and 1b)
☐ Evidence of other relevant qualifications if applicable (see Section A4, No 3)
☐ Certified copy of Official University Transcript (if not University of Canterbury) stating Degree Conferred, Awarded or Eligible to Graduate.
☐ Evidence of English proficiency: if English is not your first language (see pg 8, No 12).
☐ NZ Police Vetting Service Request and Consent Form: completed and signed by applicant and Trusted Referee (see pgs 17 and 18).
☐ Overseas Police Report: if you have lived in another country continuously for 12 months in the last 10 years since age 16 (see pg 12)
☐ Statement regarding Police record/misconduct: only if you have ticked yes to 1a (g) or 1b (see pg 12)
☐ Confidential Referee Reports: names and contact details of nominated referees to be provided in Section A6.
☐ Confidential School Report (school leavers in 2016 only): name and contact details of School Representative to be provided in Section A6.
New Zealand Police Vetting Service – Request and Consent Form

Name of Approved Agency submitting vetting request – University of Canterbury, Agency code U70010
Applicant’s role – purpose of vet: Student Teacher – clean slate, supervised contact with children/youth

Section 1: Applicant to complete (pages 17 & 18)

The University of Canterbury will submit the vetting request to NZ Police and receive the vetting result. If any costs are incurred as a result of this police vetting process they will be passed directly to the applicant.

Please enter your Student ID Number (if known)  

What is your full name?
First and middle names ____________________________
Surname or family name ____________________________

Is the name of your birth certificate the same as above?  ○ Yes  ○ No
If not then tell us the name that is on your birth certificate:
First and middle names ____________________________
Surname or family name ____________________________

Have you ever been known by any other name?  ○ Yes  ○ No
If yes, please give full details below (ie whether it was an alias or previous name)
Name ____________________________  ○ Alias  ○ Previous name
Name ____________________________  ○ Alias  ○ Previous name

Gender
○ Male  ○ Female  ○ Other

Date of birth
(dd/mm/yyyy)  ____________________________

Place of birth
Town/city/state ____________________________  Country ____________________________

NZ Driver Licence number
(for ID verification by NZ Police – optional)  ____________________________

Permanent residential address
Number/street ____________________________
Suburb ____________________________  Post code ____________________________
City/Town/Rural district ____________________________  Period of residence ____________________________
Consent to Disclosure (for a New Zealand Police Vet Check)

For further information, see www.police.govt.nz/advice/businesses-and-organisations/vetting

I acknowledge and understand as follows:

1. The information about me that NZ Police may consider relevant to my application and release in vetting comprises any conviction history and, for certain agencies, infringement/demerit reports; and it may include other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.

2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) Act 2004; this means that, if I am ‘eligible’ for clean slate (e.g. no convictions for 7 years, never been to prison, no convictions for specified sexual offending, etc – see section 7 of the Act):
   a) my criminal record of convictions will not be disclosed; but
   b) if the role for which I have applied is an exception to the clean slate scheme (e.g. predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.

3. When releasing information to non-government Approved Agencies, Police may release the fact, without details, that suppressed information exists in relation to any conviction and, where NZ Police considers it relevant and justified, in relation to any current or past charge however it was resolved (e.g. withdrawn, discharged, acquitted).

4. Where NZ Police holds relevant information that it is unwilling to disclose to the Approved Agency for privacy, confidentiality or law enforcement reasons, NZ Police may recommend against unsupervised access to children or vulnerable persons (this is known as a ‘red stamp’).

5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.

6. I may withdraw this consent, prior to Police’s disclosure of the vetting result, by notifying the Approved Agency who will immediately notify NZ Police to cease the vetting process.

7. I am entitled to access the vetting result released to the Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993. By making a request to the ‘Approved Agency’ within 20 working days of submitting this ‘Request and Consent’ form.

8. No later than three months after the conclusion of the vetting process, the Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, in accordance with the Privacy Act 1993 or, if applicable, the Public Records Act 2005 or any other enactment.

9. The information I have provided in this form relates to me and is correct.

Authorisation

I authorise NZ Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Signature of applicant _______________________________ Date _______________________________

Section 2: Evidence of Identity (ID) – to be completed by a Trusted Referee

A trusted referee must be over 16, and not be related, or a partner/spouse, or a co-resident of the applicant, and be either a person of standing in the community (eg registered professional, religious or community leader, Police employee) or registered with the Approved Agency. For further information, see www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-index

I, ___________________________________________________________ (referee name) hereby confirm the following (tick boxes):

☐ I meet the criteria to act as a trusted referee (guidelines given above) for this applicant.

I have sighted:

☐ an original form of applicants primary identification (eg passport, birth certificate)
☐ an original form of applicants supporting identification (eg drivers licence, 18+ Card, household account, etc)

Please note that at least two forms of ID must be sighted – one of the above must be photographic identification.

I can confirm that the passport sized photo of the applicant, attached to this page:

☐ matches the original photographic ID I have sighted above
☐ has been signed and dated on the back by me, to confirm a comparison has been made.

Attach passport size photo of applicant (staple or clip, do not paste)
Ensure referee has signed it

Referee’s name ________________________________
Address ________________________________
Phone No. ________________________________
Signature ________________________________
New Zealand Police Vetting Service – Request and Consent Form
Name of Approved Agency submitting vetting request – University of Canterbury, Agency code U70010

**Section 3: University of Canterbury to complete (page 19)**

**Applicant**
- First name ___________________________ Family name ___________________________

**Evidence of Identity (ID)**

*For further information, see www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index*

A trusted referee has sighted the ID documents below, and verified the photo against the applicant in person (tick box):

- [ ] Primary ID document (e.g. passport, original birth certificate, etc) and
- [ ] Another form of ID (e.g. driver licence, firearms licence, 18+ card, Community Services Card, bill or bank statement with name and address) and
- [ ] One of the above must be photographic – confirm comparison made and, if applicable
- [ ] Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)
- [ ] Optional additional check (if appropriate)
  - A search of our records to verify uniqueness (especially for professional bodies)

**Checklist**

In making this request, I confirm that:

- [ ] I have complied and will comply with the Approved Agency Agreement (or existing Memorandum of Understanding) between NZ Police and the Approved Agency I represent;
- [ ] I am satisfied as to the correctness of the Applicant's identity; and
- [ ] I have obtained the signed consent of the Applicant, as set out in section 1 of this form, to submit this vetting request.

**Approved Agency Authorised Representative**
- Name ___________________________ Signature ___________________________ Date ____________
Application for Credit from another New Zealand Tertiary Institution

The fee for Credit Transfer is $110. You must attach the following documents to this application:

- Official Transcript
- Learning outcomes from the courses you are applying for credit

Please print boldly using block letters.

Personal details

Title: Dr / Mr / Mrs / Miss / Ms / Other __________________________ Date of birth: Day __ Month __ Year __
Surname/Family name __________________________
First/Given names ____________________________________________
UC student ID number (if enrolled) _____________________________________________________________________________
Postal address ____________________________________________

Email ____________________________________________
Phone ____________________________________________

Application for Transfer of Credit to

University of Canterbury qualification e.g. Bachelor of Arts ________________

Transfer of Credit from

Name of university(s)/institution(s) from which you wish to transfer credit
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you seeking credit for ALL the courses you have passed at the above university(s)/institution(s)?

☐ Yes – go to Declaration and Signature
☐ No – please list the courses you wish to have considered for credit

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Declaration

I supply the information on this form and in support of this application on the understanding:

(a) that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of the University of Canterbury;
(b) that I have the right to see and correct, if necessary, the information I have provided and my personal record;
(c) that my application cannot proceed without my consent to the foregoing conditions.

I declare that all the information submitted on this application form and in the attached document/s is, to the best of my knowledge, correct and complete in every detail.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of any offer made to me, and (if appropriate) disciplinary action by the University.

I understand that it is my responsibility to provide all necessary documentary evidence. I authorise the University to obtain whatever further information is necessary in relation to the documents I have submitted.

Signed ____________________________ Date ____________________________

Checklist

☐ Academic Record Attached – I wish to have the original academic record returned  ☐ Yes  ☐ No
☐ APPLICATION FEE – I enclose the fee of $110 which is to be paid by:
  ☐ Cheque
  ☐ Credit Card  ☐ VISA  ☐ MASTERCARD
  Card No ____________________________
  Name on the card ____________________________
  Signature of cardholder ____________________________

Send this form to

The Student Advisor
College of Education, Health and Human Development
University of Canterbury
Private Bag 4800
Christchurch 8140
New Zealand